MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
TELECOMMUNICATIONS ADVISORY GROUP

March 23, 2000
MAG Office
302 North First Avenue
Phoenix, Arizona

MEMBERS ATTENDING

Debbie Kohn, Avondale, Chairperson
Betsy Wise, Carefree
*Bill Mitchell, Chandler
Peter Putterman, Fountain Hills
Shawn Woolley, Gilbert
Jerry Wightman, Glendale
Layne Sutton, Goodyear
Horatio Skeete, Litchfield Park
Cary Parker, Maricopa County

Jim Hull, Mesa
*Duncan Miller, Paradise Valley
Ralph Spencer for Sandy Teetsel, Peoria
Greg Binder, Phoenix
Jamie Oman-Saltmarsh, Scottsdale
John Laue, Tempe
Rosemarie Booth for Ralph Velez, Tolleson
*Sabra Mousavi, ADOT
Randi Alcott, RPTA

*Members neither present nor represented by proxy

OTHERS PRESENT

Brad Hartig, Scottsdale
Mark Goldstein, IRC

Audrey Skidmore, MAG
Heidi Pahl, MAG
Rita Walton, MAG

1.   Call to Order

        The meeting was called to order at 1:12 p.m. by Debbie Kohn. John Laue and Jamie Oman-
        Saltmarsh participated in the meeting by telephone.

2.   Approval of February 24, 2000 Meeting Minutes

        It was moved by Randi Alcott, seconded by Ralph Spencer and unanimously recommended
        to approve the February 24, 2000 meeting minutes.

3.   MAG Regional Videoconferencing System Project

        Rita Walton provided an update on the MAG Regional Videoconferencing System Project. She
        stated that on March 22, 2000 the MAG Regional Council approved the recommendation made
        by MAGTAG last month, to select Intellisys Group to implement the MAG Regional
        Videoconferencing System Project for a cost not to exceed $1,100,000. She reported that the
        contract award and first years network and operating costs together will not exceed $1,426,000.

Rita Walton introduced the Intellisys Group staff present: Jill Reff, Senior Account Manager; Clayton Hollister, Director of Technical Operations; Marty Waverly, Project Manager; and Jason Townsend, Project Design Engineer. She explained that Marty Waverly would give a presentation at the next MAGTAG meeting on the future plans for the Regional Videoconferencing System Project.

Rita Walton distributed to MAGTAG the specification sheet for the Galaxy 2500 single 32 inch monitor system which each end site will receive. She explained that the system would come with a 32 inch monitor instead of a 27 inch monitor, two microphones not one and multiple data ports, which was better than originally expected. Ms. Walton said that overall we are getting more product for the money and that she is excited to move forward with this project.

4.   Scheduling Policies and Procedures for the MAG Regional Videoconferencing System Project

Heidi Pahl stated that the scheduling policies and procedures working group, consisting of five MAGTAG members, has been working on the draft scheduling policies and procedures for over two weeks. Ms. Pahl noted that MAG staff has incorporated all comments from the working group, including: identifying that these are MAG policies and procedures, that they encompass more than just scheduling policies and that it is important to keep it simple and short. She noted that MAG staff has reduced the number of forms from eight forms to four forms of which only two forms need to be filled out to schedule a meeting.

Ms. Pahl mentioned that MAG staff is going to meet early next week to discuss the policies and procedures. She noted that following that, a face to face meeting of all members of the working group will be held. She mentioned that a draft final scheduling policies and procedures will be distributed to the MAGTAG on or before the April MAGTAG meeting.

Debbie Kohn stated that at the next meeting of the MAGTAG a discussion will be held on how member agencies are planning to integrate teleconferencing policies and procedures into their cities.

Jamie Oman-Saltmarsh commented that the City of Scottsdale has some organizational issues that they need to work out prior to implementing MAG's teleconferencing system. Ms. Oman-Saltmarsh mentioned that it is important to streamline the policies and procedures. She added that the policies and procedures are a very important piece of the teleconferencing project and it is important to be able to strike a balance between the resources of the cities and Federal Highways Administration future funding requirement.

Ralph Spencer suggested that when the policies and procedures working group meets it might be nice to have a meeting room with a whiteboard. Heidi Pahl stated that there is a whiteboard in the Palo Verde room.

5.   Member Agency Letter of Authorization for the MAG Regional Videoconferencing System

Rita Walton explained that the Regional Videoconferencing System Letter of Authorization has been changed to a letter from the MAG Executive Director to all the City Managers asking for permission to install network on their premises. Ms. Walton reported that the letter from the MAG Executive Director to the City Managers will have sample draft letter attached for them to return to MAG acknowledging installation of network at their site. She said that a copy of the letter will go to MAGTAG representatives, and Intergovernmental Coordinators.

Ralph Spencer suggested that a copy of the letter also be sent to the Information Technology Directors at each member agency site. Heidi Pahl agreed that MAG would copy the Information Technology Directors.

6.   Telework Program

Randi Alcott noted that because she gave an overview of the Telework Program at the last meeting of the MAGTAG that she would focus on responding to questions of the MAGTAG asked at the last meeting. Ms. Alcott noted that the minimum standards for computers with Project Arizona Donates Office Products for Telework (ADOPT) are a keyboard, 17 inch monitor, mouse, Pentium microprocessor, 32 MB RAM, and 28 K modem. She reported that the majority of these PCs are given to the schools. Ms. Alcott also noted that the PCs given to RPTA through Project ADOPT usually have a higher minimum configuration than what is mentioned above.

7.   Fiber Optics Infrastructure

Jim Hull distributed the responses to the Fiber Optics Survey. He noted that there is not a lot of fiber in the ground for cities but that there is an interest in getting more fiber. He also reported that most of the fiber optics infrastructure is to support city facilities. Mr. Hull announced that he can send the responses to the fiber optics survey electronically to anyone who requests it. He mentioned that he really appreciates the input.

Peter Putterman noted that Cox Communications and US West have only begun to talk about dark fiber in the past couple years. Mr. Putterman reported that he would like the Town of Fountain Hills to be able to use dark fiber or lease existing optical fiber infrastructure, but that he has had no success in reaching an agreement with the telecommunication providers regarding the use of their facilities.

Jamie Oman-Saltmarsh stated that the City of Scottsdale has an agreement with US West to use their bandwidth free of charge as part of a Cable License agreement. Ms. Oman-Saltmarsh said that US West is committed to providing bandwidth for free for the life of the license (15 years). She reported that this bandwidth will be used to support a project that involves placing traffic cameras at all of Scottsdale's major intersections to allow streaming video into the Scottsdale

Transportation Control Center. In addition, free bandwidth will be available to all city facilities and three dedicated sites for remote public hearings. Jim Hull noted that he would add Ms. Oman-Saltmarsh's comments to the City of Scottsdale's fiber optics survey response.

Shawn Woolley asked if the City of Scottsdale had a signed contract. Jamie Oman-Saltmarsh replied yes the contract was signed a year and a half ago.

Shawn Woolley commented that the Town of Gilbert and US West recently entered into a cable television agreement where Gilbert got a discount on ATM service to four of the main city sites. Mr. Woolley noted that there is a difference in terms between dark fiber and bandwidth. He stated that dark fiber is fiber that starts at point A and ends at point B and is for proprietary use only. He further said that US West will not give dark fiber to cities but they will work out deals where they give cities extra bandwidth.

Mark Goldstein mentioned that the City of Tempe has created something called the Tempe Tech Oasis which essentially describes the ideal business climate for software and Internet companies. The Tempe Tech Oasis will establish downtown Tempe as the cultural center of software/Internet industry in Arizona, identify and/or create inexpensive office space for start-ups, work to attract more capital to Arizona, and analyze telecommunications infrastructure and explore ways to give Tempe companies the best and most affordable telco products.

8.   Domain Name Registration

Heidi Pahl stated that the Arizona Department of Administration (DOA) has domain names with the extensions az.gov available to member agencies who request them. Ms. Pahl noted that in order for a member agency to request a domain name from DOA, they need to have 2 DNS servers. She reported that the next step is for the Director of Information Technology to write a letter on city letterhead, to Marc Jacott at DOA, requesting a domain name and indicating the IP addresses of the 2 DNS servers at the city. Ms. Pahl said that as long as the cities took care of the domain names they could have sub-domains under it, such as chandler.az.gov with the subdomain firedept.chandler.az.gov. Ms. Pahl noted that the fax number for Marc Jacott is written on the March MAGTAG agenda.

Heidi Pahl reported that the web site, www.nic.us is the official web site for the US Domain Registry for the United States. The web site shows who has authority for various domain names.

Ralph Spencer noted that the City of Peoria uses the extension peoriaaz.com because it is shorter than ci.peoria.az.us. Debbie Kohn noted that the City of Avondale uses avondale.org also because it is shorter and easier than ci.avondale.az.us. Both reported that either extension could be used to navigate to their city web site.

9.	Update on Electronic Access Survey

Heidi Pahl reported that at the last meeting of the MAGTAG, it was agreed that further questions need to be asked of member agencies in order to move forward with the Regional Connections Project. The Regional Connections Project was designed to connect those member agencies who are not currently connected with e-mail, Internet and a web page. The Electronic Access Survey was a means to determine what electronic connectivity each city had and what they needed. Ms. Pahl noted that Attachment One of the agenda lists the additional questions that require responses. Ms. Pahl reviewed the additional questions with the MAGTAG. She asked them to take a moment during the meeting to complete the additional survey questions.

Heidi Pahl explained that if the MAGTAG contact is not the correct person to respond to the survey then to pass the survey on to the correct contact and that she would follow-up with a phone call.

Peter Putterman asked how he is supposed to identify the number of hours per month that he would be available to provide assistance when he does not yet know the scope of the project. Heidi Pahl responded that a guesstimate of the number of hours of assistance would suffice.

10.	Electronic Commerce Forum Working Group

Heidi Pahl stated that at the last meeting of the MAGTAG a TAG member suggested that MAGTAG consider sponsoring an e-commerce/e-government workshop if there was sufficient interest. Ms. Pahl mentioned that now that the cities and towns have managed to overcome Y2K, some cities are focusing their energy on how to do city business electronically. She noted that this involves more than sales but also services that cities provide for free.

Heidi Pahl suggested a range of topics for discussion and information sharing among MAGTAG members. She added that MAGTAG should decide on the main topics for an e-commerce workshop.

Jamie Oman-Saltmarsh asked how the e-commerce workshop would differ from the Internet Taxation Forum that MAG held in December 1999. Heidi Pahl responded that the Internet Taxation Forum dealt specifically with taxation of goods and services over the Internet and that the e-commerce workshop could deal with much broader issues. Jamie Oman-Saltmarsh suggested calling it an e-government workshop. Ms. Pahl agreed.

Debbie Kohn asked if there were any cities in Arizona that were currently conducting e-commerce. Mark Goldstein responded that he did not know of any at the municipal level. He also mentioned that a couple years ago he prepared a best practices for e-commerce.

Jim Hull suggested that a brainstorming session to prioritize topics on e-government be held at the next meeting of the MAGTAG.

11.   Announcements and Public Input

Mark Goldstein announced that the Executive Leadership Forum sponsored by Government Technology is going to be held April 25 and 26, 2000 at the Crowne Plaza in downtown Phoenix.

Mr. Goldstein also announced that the next Arizona Telecommunications and Information Council (ATIC) meeting will be held Thursday, April 13, 2000 from 1:30-3:30 p.m. He noted that at the ATIC meeting Arizona legislator, Representative Barry Wong, will review how technology fared in this Legislative session.

12.   Date of Future Meetings

Heidi Pahl announced that the next meeting of the MAGTAG is April 27, 2000 from 10:00 a.m. to 12:00 p.m. in the MAG Saguaro Room.

The meeting was adjourned at 2:05 p.m.